



18707 Old Excelsior Blvd  
Minneapolis, MN  
55345-3122

phone (952) 474-3291  
fax (952) 474-3928  
www.teamtsp.com

## Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

February 3, 2009

RE: PAC Schools MS/ HS  
TSP Project No.04080613

### Minutes of the Meeting – February 5, 2009

#### Leadership Team and Resource Team Meetings

Present:	Joe Kramer, Superintendant	PAC
	John Behrendsen, Board Member	PAC
	Roger Francis, High School Principal	PAC
	Lynn Moody, Elementary School Principal	PAC
	Shirley Johnson, Curriculum Consultant	SI Admin
	Sarah Freeburg, MS Teacher	PAC
	Pat Spangler, ES Teacher	PAC
	Dave Peters, Head Custodian	PAC
	Brian Blomker, HS Teacher	PAC
	Diane Patter, Business Manager	PAC
	James Roetman	Community Member
	Kenny Powers	Community Member
	Mark Thiede	TSP

#### Items Discussed:

1. Previous meeting minutes were reviewed and changes made. Revised minutes will be issued.
2. Mark presented floor plan block diagrams along with a site plan concept. Points highlighted were:
  - a. A perimeter of classrooms with support spaces in the center including breakout spaces, toilets, special education classrooms, toilet rooms, FACS lab and computer labs.
  - b. The mechanical space is shown on the ground level but will actually be moved to a penthouse on the roof. This will achieve better performance and functionality.
  - c. The Commons will be an important space acting as the school's entry point and a node through which most of the building is accessed.
  - d. Directly accessible off the Commons will be the administration offices, the information access center and the kitchen.
  - e. Visitors during non-passing hours will be required to proceed through the administration area before proceeding into the building.
  - f. The classroom addition can be locked off during off hours activities.
  - g. Back door functions including building receiving, storage and kitchen will be accessed from the west off of 4<sup>th</sup> Street.
  - h. Space for a future gym is located at the northwest corner of the site adjacent to the existing gym.
  - i. Space for a future classroom addition is located at the existing ball field.



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- j. The new front door will face south toward Hwy. 3.
  - k. The bus drop off will be off of Hwy. 3 at the front door. It will be separated from car parking and student drop off.
  - l. It was agreed that staff and public parking would be on the south side, building deliveries on the west and student parking on the north side.
  - m. It was suggested that additional parking be added along the north side of the building.
  - n. The south parking lot will include a drop off area and access to 4<sup>th</sup> Street so cars can circulate through the parking lot.
  - o. A fire lane will be included on the east side of the property from 2<sup>nd</sup> Avenue south through an easement to Hwy. 3.
- 3. Joe requested an 8.5 x 11 version of the site to provide to the local paper.
  - 4. Utilizing one PE station will not be possible next year when the PE credit waiver expires. The existing gym will be used for two stations.
  - 5. Middle school grade sharing starts at 7<sup>th</sup> grade and will be 60 to 65 students per grade.
  - 6. It was noted that a lecture hall similar to room 16 is not part of the program or in the design. It was agreed that this function could take place in the choral room and that portable folding desks might be used.
  - 7. It was agreed that there should be a teacher's work room located in the classroom addition.
  - 8. It was agreed that the administration area should include staff toilets and a break room.
  - 9. Joe presented to the Resource Team a condensed update on the approach, process and schedule of the project. This included a compressed schedule, information on the bond sale, Iowa Core approach and its implications.
  - 10. There was much discussion about the Iowa Core approach and the implications of teachers having a workstation within an office suite vs. having their own classroom. Various possibilities were considered without resolution. It was agreed that the decision of whether or not to follow the Iowa Core approach or continue with a traditional approach was strategic and required board action/ direction. The Board will take action on this matter on 2/9/09.



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This information represents the writer's understanding of the items and events described above. Please notify this office within five (5) working days if there are any corrections and/or additions. Unless notified otherwise, this information shall be deemed accurate, and this office shall proceed accordingly.

TSP, Inc.

Mark Thiede  
Associate

Copies to: (w/enclosures)

All present ☒

Rick Wessling ☒

File: (w/enclosures)

☐

Sean Ervin ☒